



Retirees' Workshop Presentation

UCT Human Resources Department

26 September 2024



Agenda

- Explain the Retirement process
- Explain UCT benefits on retirement
- Documentation



Retirement Process UCT HR

- All annual leave balances and Study and Research leave (for Academic staff) will be paid out on retirement. This will be taxed as per the payroll system. Staff who opt to have 55% of their leave paid into their UCTRF
- Alexander Forbes will have your AIPF tax-free value (for pre-1995 members)
- Continuation of medical aid.
- 1 x GLA separate death cover - for ER continuation (optional)
- 1 x GLA conversion death cover - conversion (optional)
- UCT rights for academically active retirees (emeritus status and senior scholar appointments)
- Email for life
- Pensioner's dependants will continue the UCT staff fee rate discount for tuition costs
- UIF



Leave Pay and Debts

- Any untaken annual leave and in the case of academics any study and research leave balance (to the max of 12 months = 360 days) will be paid out to you in the second week after your last day of service. Any monies owing to the University on your retirement will be deducted from the leave pay, if any leave pay is due to you.
- Staff who opt to have 55% of their leave paid into their UCTRF must let their department have their final leave dates by the end of October so that the leave audit reports can be requested, signed off and be actioned by HR to the UCTRF account in the December 2024 payroll.
- *HR will aim to have this included in the December payroll*
- *Providing staff plan their leave for December in advance*
- *Problems staff requesting leave in December*



Medical Aid Subsidy

- The UCT medical aid subsidy is available to qualifying permanent staff members appointed before 1 January 2018.
- New staff members appointed from 1 January 2018 do not qualify.
- For staff appointed before 1 June 2000 there is no link between medical aid subsidy and years of service, and they are automatically entitled to the maximum subsidy on retirement.
- Staff appointed between 1 June 2000 and 31 December 2017, the entitlement to the post-retirement medical aid subsidy is restricted to an accrual of 2% per year of service on continuous permanent conditions, up to a maximum of 50%, of the subsidize option of the UCT Medical Aid Scheme.
- Staff must be on the UCT Discovery Health cover before the start of their retirement.



Medical Aid Subsidy continued

- The UCT Medical Aid Scheme is currently Discovery Health. The subsidy is based on the Coastal Saver rate including the medical savings. This does not affect the member's plan choice.
- The subsidy is available as either a post-retirement benefit or in the event of the death of the employee or retiree, a benefit for their qualifying dependants.
- The subsidy policy is reviewed annually and is therefore subject to change. Consultation is currently underway for these proposed changes:
 - A change to the subsidized base from Coastal Saver to Essential Delta Core
 - For qualifying staff members who retire after 2028, the subsidy would cease upon the death of the main member, and therefore not extended to their dependants.
- Refer to the full rules and policy on <http://www.hr.uct.ac.za/hr/benefits/healthcare/subsidy>

Medical Aid – Subsidy Table 2026

Maximum Subsidy Amounts

COASTAL SAVER			2026	
Contribution Table			Main Member	Main Member + Spouse
Risk (Hospital & chronic benefits)			3484	6104
Maximum savings (MSA)			614	1076
Total monthly premium			4098	7180
LESS Current maximum subsidy			-2049	-3590
Member portion			R2 049	R3 590

Membership size	2026 maximum subsidy
Main member	2049
Member + spouse	3590
Member + child dependant	2873
Member + spouse + child	4414
Member + spouse + 2 children	5238
Member + spouse + 3 children	6062
Member + 2 children	3697
Member + 3 children	4521



Medical Aid Subsidy continued

- The UCT subsidy eligibility is based on the membership size and the dependants listed as at the time of retirement. **The subsidy for dependants only applies to the spouse and eligible child dependants under 21 years of age.**

UCT will:

- Subsidize accordingly and up to a maximum of 50% calculated on the Coastal Saver rates for the eligible membership size;
- Pay the full subsidy portion to Discovery Health on the group account.

Discovery Health will:

- Require the member to complete their debit order instruction form and to provide supporting documentation.
- Collect the balance of the contribution (member portion) via monthly debit order.

Medical Aid: Admin Timeline

October 2026	Discovery Health launches the annual renewal campaign for 2027. Release of benefit updates and the new contribution table.
	Forms and guidelines will be emailed to staff retiring in December 2026.
Mid-Oct - Mid-Nov 2026	Discovery Health will email members directly with the annual updates.
	UCT Council to confirm subsidy benefits for 2027.
	PSG Employee Benefits (healthcare broker to UCT) will email members a summary of the updates and the plan change form.
	UCT Healthcare broker will be available to advise on plan benefits and changes. PSG Employee Benefits (PSG) UCT Member Consultant: Dianne Wilson. Email: Dianne.Wilson@psg.co.za
Nov - 15 Dec 2026	Staff retiring in December 2026: Return of Discovery Health debit order forms and supporting documentation to HR.Healthcare@uct.ac.za
	Plan change period and deadline for January 2027. Ways to change your plan: a) Use the PSG option change form, to be returned to the PSG email: OptionChange@psg.co.za b) Login to your profile on www.discovery.co.za and find the 2027 plan change section under "Medical Aid" on the top menu bar.
Vitality cancellations, dependant additions/withdrawals or anything else affecting the medical aid membership and contributions must be directed to our office. Email: HR.Healthcare@uct.ac.za	
Vitality cancellation carries a minimum notice period of 1 calendar month.	

Benefits continue.....

- UCT rights for academically active retirees (emeritus status and senior scholar appointments) *Any person who retires after at least ten years' service at the University and retires from the University as a Professor or an Associate Professor may be elected by Senate on the nomination of the Dean to be an Emeritus Professor or an Emeritus Associate Professor as the case may be, and shall on election enjoy the rights and privileges of emeritus rank.*
- Pensioner's dependants will continue the UCT staff fee rate of discount for tuition costs . The same procedure to be followed i.e. with the department for the rebate
- All staff are eligible for email for life



Other Options to Consider at Retirement

Separate Death Cover

Early retirement may continue the 1 x CoE (plus any additional multiple separate death cover previously elected) on the UCT scheme until age 65 at own cost. The conversion Option can then be exercised.

Conversion of death cover 1 x CoE (plus any additional multiple separate death cover previously elected) value can be converted to an individual death cover policy in your own name without proof of health.

- Old Mutual based on limited medical evidence, i.e. a Cotinine test for non-smokers. Non-smokers are *charged lower risk premiums on the individual life side and to qualify for the lower premium on conversion, the employee would have to provide a cotinine blood test. No further medical underwriting is required.*
- May be utilised to cover estate duty
- Capital injection in case of pensioner's death.



How To Claim UIF

How to register.

UCT will provide you with the UI-2.8 (for banking details), UI-19 (to show employment history), Salary Schedule and Certificate of Service

<https://ufiling.labour.gov.za/ufif/how-to-apply>

Complaints received you must register in person and then you may do the follow up on line

Documentation to be returned for retirement process to commence

- **Documentation to be returned to HR by 31 October 2024**
- HR157 form ----this form is a must in order to start the process
- HR158 form --- Only if you taking a Living Annuity with the UCTRF
- HR159 form --- Only for early retirement staff who wish to continue their unapproved GLA
- Medical aid documentation --- this must be returned to the healthcare specialist (HR.Healthcare@uct.ac.za)



Thank you Questions?

All HR retirement forms to be submitted to HR by latest
31 October 2024